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ABSTRACT

A brief description is provided of the composition of the collection of materials on Adult Learning Services held by the Study of Adult Education in the New York State Education Department, and a list of the subject headings used for its book and vertical file collections. The alphabetically ordered list of approximately 350 terms used to index the collection is flexible in order to accommodate the rapidly changing information needs of persons in the field; it can also be utilized to create bibliographies and to group materials for research purposes. A listing of papers prepared by the Study of Adult Education is also included. (Author/MBR)

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INFORMATION RESOURCE COLLECTION ON ADULT LEARNING SERVICES

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INFORMATION RESOURCE COLLECTION ON ADULT LEARNING SERVICES

The Study of Adult Education has a small, specialized collection of materials on Adult Learning Services. The collection contains approximately 350 books, organized according to a classification scheme created for the collection, and contains several thousand information items in a vertical file. Included are directories, studies, research materials, government documents, and periodicals. Most major topics are covered, but the collection does not include information on individual institutions or their programs.

Information on contents of the collections is contained in card files classified by subject, main entry and title. The files are extensively cross-referenced for easy access to all materials relevant to a particular subject area. There is additionally, an "Authority File" created to establish a single name for the organizations and agencies that are the sources for many items in the collection. For example, the Authority File indicates that all items published by College Board, formerly called the "College Entrance Examination Board," be filed together under "College Board."

The information system is flexible to accomodate the rapidly growing body of information in the Adult Learning Services area, and the changing information needs of persons working in the field. It can be used to create bibliographies and to group materials for research purposes.

For more information, contact Carol E. Heron, Information Specialist and Consultant, Study of Adult Education, EB 232, New York State Education Department, State Education Building, Washington Avenue, Albany, New York, 12234.

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December 22, 1977

SUBJECT HEADINGS USED FOR BOOK AND VERTICAL FILE ITEMS, OFFICE OF STUDY OF ADULT EDUCATION (Starred items are Vertical File headings only.)(Underlined are library file headings only.) (This list does not reflect the extensive cross-referencing involved among these headings.)

ACCOUNTABILITY (COOPERATIVE ACCOUNTABILITY PROJECT)*
ACCREDITATION*
ADOLESCENCE*
ADULT BASIC EDUCATION*
ADULT EDUCATION ACT
ADULT EDUCATION PROJECT (History)*
ADULT EDUCATION SPECIAL PROJECTS PROGRAM
ADULT EDUCATION STUDY INTERVIEWS*
ADULT PERFORMANCE LEVEL PROGRAM*
ADULT PERFORMANCE LEVEL STUDY
ADULTS, PROGRAMS FOR (Dept. Survey)*
AGING*
ALBANY SEMINAR (LIFELONG LEARNING)*
APPRENTICESHIP*
ASSESSMENT*
BIBLIOGRAPHIC MATERIALS
BIBLIOGRAPHIES*
BIOLOGICAL RESEARCH ON LEARNING*
BOARD SECRETARIES*
BOOHER COMMISSION
BRITISH OPEN UNIVERSITY
CABLE TV*
CALIFORNIA-GENERAL*
CANADA*
CAREER EDUCATION
CAREER EDUCATION PROJECT
CASE STUDIES*
CENSUS LETTERS*
CHANGE IN LIBERAL EDUCATION*
CHARTS FROM THE LITERATURE ON ADULT EDUCATION*
CITIES CRISIS*
CLEARINGHOUSE QUESTIONNAIRE*
CONTINUING EDUCATION*
COGNITIVE STYLES*
COMMITTEES, COMMISSIONS, ETC.-REPORTS OF
COMMUNITY COLLEGES
COMMUNITY COLLEGES-ADULT EDUCATION PROGRAMS*
COMMUNITY EDUCATION
COMMUNITY LEARNING OPPORTUNITIES COUNCILS*
COMMUNITY SCHOOLS*
COMMUNITY SERVICE*
COMPETENCY EDUCATION*
COMPREHENSIVE EMPLOYMENT AND TRAINING ACT
COMPUTER MEMO 1973*
COMPUTERS*
CONFERENCE PLANNING*

CONGRESS*
CONNECTICUT PLANNING AND PROBLEM SOLVING IN EDUCATION
CONSULTANTS-MANAGEMENT*
CONSUMER PROTECTION*
CONTINUING EDUCATION OF PROFESSIONALS*
CONTINUING EDUCATION-PROGRAM PAPER*
COST ANALYSIS*
COUNSELING
COUNSELING COMMITTEE, AD HOC*
COUNSELING-FIPSE (FUND FOR THE IMPROVEMENT OF SECONDARY EDUCATION)*
COUNSELING RECOMMENDATIONS-REPORT #10*
COUNSELING REPORT-DRAFT REPORT*
COURSES BY NEWSPAPER*
CREDENTIALING*
CREDITING*
CULTURAL VOUCHER*
DEGREES BY MAIL*
DIRECTORIES
DIRECTORY*
DISTRICT SUPERINTENDENTS*
EDUCATION AMENDMENTS '74*
EDUCATION LAW
EDUCATION PROGRAMS-DESCRIPTION OF
EDUCATION PROGRAMS-DESCRIPTION OF-CONTINUING EDUCATION, ADULT EDUCATION, LIFELONG LEARNING
EDUCATION PROGRAMS-DESCRIPTION OF-MEDIA
EDUCATION PROGRAMS-DESCRIPTION OF-POSTSECONDARY EDUCATION
EDUCATION STATISTICS
EDUCATIONAL FINANCE
EDUCATIONAL LEAVE-PAID*
EDUCATIONAL RESEARCH-STATUS OF, AIDS TO, ETC.
EDUCATIONAL TECHNOLOGY PUBLICATIONS*
ELDERLY-CORRESPONDENCE*
ELDERLY-PRINTED MATERIAL*
ELEMENTARY, SECONDARY, AND CONTINUING EDUCATION (PLANNING DOCUMENTS)*
ENROLLMENT PROJECTIVES*
ENTITLEMENT-GENERAL*
ENTITLEMENT AND FINANCING FILES, DESCRIPTION OF
ENTITLEMENT #1 (Entitlement-Articles and Papers Related to)*
ENTITLEMENT #2 (Entitlement Bibliography)*
ENTITLEMENT #3 (Entitlement-Correspondance)*
ENTITLEMENT #4 (Entitlement Ford Grant #755-0670)*
ENTITLEMENT #5 (Entitlement Forms)*
ENTITLEMENT #6 (Entitlement-Meetings-Notes and Correspondence Related to Entitlement)*
ENTITLEMENT #6.1 (Entitlement Exploration Project)*
ENTITLEMENT #7 (Entitlement and Lifelong Learning-Bills, etc. related to)*
ENTITLEMENT #8 (Entitlement Plans)*
ENTITLEMENT #8.1 (Entitlement Plans-New Jersey Study)*
ENTITLEMENT #8.2 (Entitlement Plans-WIN Voucher Experiment)*
ENTITLEMENT MEETING MEMOS*

ENTITLEMENT MEETING PLANS*
ENTITLEMENT MEETING RESPONSES*
ENTITLEMENT PROJECT MEETING-WASHINGTON, D. C., APRIL 28-29, 1977*
ENTITLEMENT #9 (Entitlement Plans-Honey, John C. and Hartle, Tony W.)*
ENTITLEMENT #10 (Entitlement Plans-Klein, William A.)*
ENTITLEMENT #12 (Entitlement Plans-Kurland, Norman D.-Personal Comments and Notes)*
ENTITLEMENT #13 (Entitlement Plans-Kurland, Norman D.-Reactions)*
ENTITLEMENT MODEL IV-NIE*
ENTITLEMENT PLAN-first draft*
ENTITLEMENT (Originals)*
ENTITLEMENT #14 (Entitlement Plans-Levin, Henry M.)*
ENTITLEMENT #15 (Entitlement Plans-Scribner, Harvey B. and Stevens, Leonard B.)*
ENTITLEMENT #16 (Entitlement Plans-Wharton, Clifton,R., Jr.)*
ENTITLEMENT #17 (Entitlement Plans-Lotze, Chris)*
ENTITLEMENT #18 (Entitlement Plans-Sterling, Scott)*
ENTITLEMENT #19 (Entitlement Plans-Nolfi, George)*
ENTITLEMENT #20 (Entitlement Plans-Prospective Writers for Papers)*
ENTITLEMENT #21 (Entitlement Plans-Barton, Paul, Study Topic 5)*
ENTITLEMENT #22 (Entitlement Plans-Honey, John, Study Topic 14)*
ENTITLEMENT #23 (Entitlement Plans-Windham, Douglas, Study Topic 4)*
ENTITLEMENT #24 (Requests for Papers)*
ENTITLEMENT #25 (Entitlement Conference 10/16/75)*
ENTITLEMENT #26 (Distribution of Entitlement Studies)*
ETHNIC MINORITIES
EUROPEAN CULTURAL FOUNDATION
EUROPEAN EDUCATION*
EVALUATION*
EVENING SCHOOL PUPILS*
EXPERIENCE, CREDIT FOR*
EXPERIENTIAL LEARNING*
EXTENDED DEGREE PROGRAMS*
EXTERNAL DEGREES (REGENTS)*
FACILITIES*
FAMILIES*
FEDERAL AND STATE LEGISLATION MATERIALS
FEDERAL LEGISLATION*
FINANCIAL AID*
FINANCING #1 "Financing Higher Education" (General Information)*
FINANCING #2 "Financing Higher Education-Adult Students, Lifelong Learning, etc."*
FINANCING #3 "Financing Higher Education-Articles Related to"*
FINANCING #4 "Financing Higher Education-Bills and Proposed Legislation Related to"*
FINANCING #5 "Financing Higher Education-Notes"*
FINANCING #6A"Financing Higher Education-Papers and Studies"*
FINANCING #6B"Financing Higher Education-Papers and Studies"*
FINANCING #7 "Financing Higher Education-Part-time Students"*
FINANCING #8 "Financing Higher Education-Statistics"*
FINANCING #9 Student Financial Assistance Study Group and Advisory Council on Financial Aid to Students*
FINANCING #10 Value of Education*

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FINANCING #11 Tax Credits*
FINANCING LIFELONG LEARNING OR ADULT EDUCATION
FINANCING POSTSECONDARY EDUCATION
FINANCING POSTSECONDARY PUBLIC INSTITUTIONS
FINANCING PRIVATE INSTITUTIONS
FIRE EDUCATION*
FOUNDATIONS*
FREEDOM OF INFORMATION LAW*
FUNDING, SOURCES OF
FUTURE STUDIES*
FUTURES*
GENERAL EDUCATIONAL DEVELOPMENT TEST
GI BILL*
GOALS NEXT STEPS*
GOALS, OBJECTIVES, CRITERIA*
GOVERNANCE*
GRADUATE EDUCATION*
GRANTS INFORMATION*
GRANTS-STUDY OF ADULT EDUCATION*
GSA REPORT
GUIDANCE INFORMATION SYSTEM
HANDBOOKS, MANUALS, ETC.
HANDICAPPED*
HEALTH AND EDUCATION*
HIGHER EDUCATION ACT
HIGHER EDUCATION ACT-TITLE I PRIORITY I*
HIGHER EDUCATION REGIONS*
HUMAN RESOURCES DEVELOPMENT ACT*
I-USERS*
INDUSTRY-EDUCATION COUNCILS*
INDUSTRY PROGRAMS*
INFORMATION AND COUNSELING*
INFORMATION CENTERS*
INFORMATION DIRECTORY (ORIGINAL)*
INFORMATION SYSTEMS*
INNOVATIONS IN ADULT EDUCATION*
INNOVATIVE PROGRAMS*
INSERVICE EDUCATION-TEACHERS*
INTEGRATION*
INTERGOVERNMENTAL PERSONNEL ACT*
INTERIM REPORT-NEW 10/10/74*
INTERIM REPORT-OLD ORIGINALS*
INTERIM REPORT MEETINGS December 20, 23*
ISSUES*
KLEPAK REPORTS*
LABOR UNIONS*
LEARNER SUPPORT MATERIALS
LEARNING CONTRACTS
LEARNING GOALS*

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LEARNING THEORY/SOCIAL THEORY*
LEGISLATION*
LEGISLATION-FEDERAL*
LIBRARIES
LIBRARY*
LICENSING
LIFE EXPERIENCE CREDIT*
LIFELONG LEARNING
LIFETIME LEARNING ACT
LITERACY
LIFELONG LEARNING-COORDINATING COMMITTEE*
LIFELONG LEARNING-IMPERATIVES (WINGSPREAD)*
LIFELONG LEARNING-LIST OF CONSULTANTS*
LITERACY
MAILING-PLATES*
MEDIA
MEETING ON MEETINGS*
MEETINGS-PLANNING*
MIGRANT ADULTS*
MILITARY*
MUSEUM*
NATIONAL LONGITUDINAL STUDY*
NATIONAL SERVICE PROPOSAL*
NEEDS ASSESSMENT*
NEEDS ASSESSMENT-COLORADO*
NEEDS ASSESSMENT-NEW YORK STATE*
NEW CAREERS*
NEW COMMUNITIES*
NEW YORK CITY GOVERNANCE MEMO-1971*
NEW YORK UNIVERSITY FORTIETH ANNIVERSARY*
NEWSLETTER ITEMS*
NEWSPAPERS*
NONCOLLEGIATE SPONSORED INSTRUCTION*
NON-TRADITIONAL APPROACHES*
OCCUPATIONAL EDUCATION*
OCCUPATIONAL LICENSING AND PUBLIC POLICY*
OPEN LEARNING*
PAID EDUCATION LEAVE*
PAPERS PREPARED TO DATE*
PARENT CHILD DEVELOPMENT CENTERS*
PARENT EDUCATION
PARENT EDUCATION-CORRESPONDENCE*
PARENT EDUCATION MEETINGS*
PARENT EDUCATION-MISCELLANEOUS ARTICLES*
PARENT EDUCATION-TEMPORARY STATE COMMISSION CONFERENCE*
PERFORMANCE BASED TEACHER EDUCATION*
PERSONNEL-GENERAL, STUDY OF ADULT EDUCATION*
PERSONNEL-ADMINISTRATIVE MANUAL*
PHYSICAL STRUCTURES
PLAN EUROPE 2000
PLANNING*
PLANNING PROGRAM BUDGETING*
POLICY STUDIES-RFP*

POSITION APPLICANTS*
PRE-SCHOOL*
PRESS CLIPS*
PRIORITY STATEMENT*
PRISON EDUCATION*
PROCESS COMPONENTS*
PROFESSIONAL EDUCATION*
PROFESSIONS IN CONTINUING EDUCATION*
PROFICIENCY EXAMS*
PROGRAM IMPACT
PROJECT IDEA
PROJECT MINERVA
PROJECT TALENT
PROPIETARY SCHOOLS*
PROPOSALS-GENERAL*
PROVIDERS*
READING*
RECURRENT EDUCATION*
REGENTS*
REGENTS-INTEGRATION STATEMENTS 1960-1975*
REGENTS NOTICES*
REGENTS-MISCELLANEOUS*
REGENTS REPORT-1893*
REGENTS STATEWIDE PLAN-ORIGINALS (3/10/75)*
REGENTS 1976 STATEWIDE PLAN BULLETIN*
REGENTS REPORT*
REGENTS STATEWIDE PLAN REPORT 6/1/76*
REGIONAL CONFERENCES*
REGIONAL PUBLICATIONS (list of regional studies, Robert Williams)*
REGIONALISM-POSITION PAPER*
REGIONAL STUDIES*
REGIONS-(HIGHER EDUCATION REGIONS, by region)*
REGULATORS*
RESEARCH NEEDS*
RETIREMENT PROGRAMS*
SELECTIVE DISSEMINATION OF INFORMATION*
SENIOR CITIZENS*
SOCIAL INDICATOR*
STAFF DEVELOPMENT*
STAFF DEVELOPMENT PROJECT-REGION II*
STATE AID CHAPTER 241*
STATE SOCIAL SERVICES*
STATE STUDIES, ADULT EDUCATION (Clearwater)*
STATEWIDE STUDY OF ADULT EDUCATION*
STATISTICS*
STATISTICS-CANADA*
STUDENT AID*
STUDENT ASSOCIATIONS*
STUDENT ASSOCIATIONS (ADULT)*
STUDIES
STUDIES OF ADULT EDUCATION (Peterson File)*
STUDIES OF NEEDS
STUDIES OF PROGRAMS

STUDIES OF TRENDS AND FUTURE PROJECTIONS
SUBSCRIPTIONS*
SUPERIOR STUDENT*
SUPPORTED WORK*
TAX INCENTIVES AND OTHER TAX INFORMATION*
TEACHER TRAINING-ADULT EDUCATION*
TEACHER'S CENTERS*
TECHNOLOGY*
TELEVISION-GENERAL*
TELEVISION COUNCILS*
TIME*
TIME SHEETS-LUCY COMLY*
TIME SHEETS-N. D. KURLAND*
TIME SHEETS-S. B. MITSCH*
TIME SHEET FORMS*
TRAVEL-BARNARD-MONTGOMERY, SALLY*
TRAVEL-COLLEGE ENTRANCE EXAMINATION BOARD-NDK
TRAVEL-COMLY, LUCY*
TRAVEL-GENERAL INSTRUCTIONS, ETC.*
TRAVEL-KURLAND, NORMAN D., NATIONAL INSTITUTE OF EDUCATION-IPA AGREEMENT*
TRAVEL-KURLAND, NORMAN D. (Pending Vouchers)*
TREND ANALYSIS*
TUITION AID PLANS, NEGOTIATED*
UNEMPLOYMENT INSURANCE*
VETERANS*
VIOLENCE*
VOLUNTEERS*
VOUCHERS
VOUCHERS, CULTURAL*
VOUCHERS-RAND STUDY*
WEEKEND COLLEGES*
WOMEN
WORK AND EDUCATION
WORK AND EDUCATION-MISCELLANEOUS #1*
WORK AND EDUCATION #2 (Originals)*
WORK AND EDUCATION #2.1 (Economic Development, Industrial Development, including Economic Development Board, New York State)*
WORK AND EDUCATION #3 (Employee Benefits)*
WORK AND EDUCATION #4 (Unemployment Benefits, Conference Board Studies)*
WORK AND EDUCATION #5 (Employment Education Task Force, Freeborne)*
WORK AND EDUCATION #6 (Employment, Unemployment)*
WORK AND EDUCATION #7 (European Experiment, Paid Education Leave)*
WORK AND EDUCATION #8 (Federal Policy)*
WORK AND EDUCATION #9 (Industry-Business)*
WORK AND EDUCATION #10 (Industry and Education, pre 1974)*
WORK AND EDUCATION #11 (Labor)*
WORK AND EDUCATION #12 (Herb Levine)*
WORK AND EDUCATION #13 (Occupational and Vocational Education including Advisory Council)*
WORK AND EDUCATION #14 (Productivity and Quality of Working Life Act 1975)*
WORK AND EDUCATION #15 (Proposal-Comments)*
WORK AND EDUCATION #16 (Work-Attitudes Toward, Role of Work)*

WORK AND EDUCATION #17 (Extension Programs)*
WORK AND EDUCATION #18 (Labor Management Committees)*
WORK AND EDUCATION #19 (Papers)*
WORK AND EDUCATION #20 (Education and Jobs)*
WORK AND EDUCATION #21 (Work in America Institute)*
WORK AND EDUCATION #21.1 (Work Redesign)*
WORK AND EDUCATION #22 (Proposals-Education Department)*
WORK AND EDUCATION #23 (Stern-Best Paper)*
WORK AND EDUCATION #24 (Quality of Work Life, Nollen Paper)*
WORK AND EDUCATION #24A (Quality of Working Life, Nollen Paper)*
WORK AND EDUCATION #25 (Community Colleges)*
WORK AND EDUCATION #26 (World of Work Report)*
WORK AND EDUCATION #27 (Human Resources Development Act)*
WORK, SUPPORTED*
WORLD EDUCATION*
YOUTH EMPLOYMENT ACT*

END

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February 28, 1978 — Study of Adult Education

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Papers prepared to date:

Note: The papers indicated by an asterisk have been largely superceded by later ones and are, therefore, in short supply. The others are available on request or from ERIC as indicated.

* 1. The Education of Adults in New York in the Last Quarter of the Twentieth Century - A Study Project. (Project Proposal) May 30, 1974.

* 2. Money to Students - Proposals for Financing Education. September, 1974. (A summary analysis of various entitlement proposals.)

* 3. Financing Lifelong Learning. Proposal for an Age-Neutral Educational Entitlement Program. November 25, 1974. (Presentation of an entitlement concept. Includes an appendix regarding a financing approach by Stephen Dresch.)

* 4. Interim Report. December 10, 1974. (Presents initial findings and describes five issues to be studied.) (ED 113 454)

* 5. Community-Based Educational and Career Information and Counseling Services for the Adult Public. January 20, 1975. (An analysis of the current studies and issues.)

* 6. Financing Lifelong Learning - An Approach to an Age-Neutral Educational Entitlement. February 5, 1975. (A shorter and updated version of the earlier paper.) (ED 113 457)

* 7. Lifelong Education Entitlement: An Exploration. (Paper prepared for the National Institute of Education, as part of a series of policy papers on the entitlement approach. See item 18.)

* 8. Financing Lifelong Learning: Rationale and Alternatives. April 8, 1975. (More detailed rationale for financing lifelong learning and examination of seven alternatives.) (ED 113 456) (See item 18.)

* 9. Progress Report. April 7, 1975. (A summary of all preceding papers and a list of next steps.) (ED 113 455)

*10. Community-Based Educational and Career Information and Counseling Services for the Adult Public - Workshop Summary Report: Recommendations and Plans. May 16, 1975. (ED 113 458)

*11. The New York State Vietnam Veteran: His Immediate and Continuing Needs in Postsecondary Education: State Education Department, January 1975. (A special report for the Bureau of Postsecondary Continuing Education.) (ED 113 459)

(Over)

* 12. The Demography of the New York Population of Educationally and Economically Disadvantaged Adults; State Education Department, June, 1975. (A special report for the Bureau of Postsecondary Continuing Education.) (ED 113 478)

* 13. Financing Lifelong Learning: Progress Report on Entitlement Explorations, November 1974 - November 1975.

14. Adult Lifelong Learning Information Directories for New York State - A Feasibility Study, April 12, 1976.

15. Postsecondary Continuing Education and Lifelong Learning. June 1, 1976. (A report prepared for the Regents 1976 Statewide Plan for Postsecondary Education.)

* 16. National Strategy for Lifelong Learning, October 18, 1976. (Remarks prepared for the Dialogue on Lifelong Learning, sponsored by the Institute for Educational Leadership - Postsecondary Education Convening Authority.) (ED 132 951)

17. Lifelong Learning in the Public Interest. October 21, 1976. (Opening remarks prepared for the Conference on Lifelong Learning in the Public Interest, held at the Wingspread Conference Center, Racine, Wisconsin.) (ED [illegible])

18. Entitlement Studies, March 1977. (A collection of eight papers edited by Norman Kurland and published by the National Institute of Education. Single copies are available without charge from: Education and Work Group, National Institute of Education, Washington, D. C. 20208.) (ED 138 164)

19. Financing Lifelong Learning: Annotated Bibliography. February 8, 1977. (Annotations for papers, articles, books, etc. that deal with financing lifelong learning and entitlement issues.)

20. Financing Learning Opportunities for Adults: Policy Implications. January 12, 1978.

21. Adults and Work Study: Legislative, Administrative, and Practical Barriers to Participation by New York State Adults in the Federal College Work Program February 10, 1978.

22. National Strategy for Lifelong Learning, Phi Delta Kappan, February, 1978.